

# CORRECTION CONNECTION

March 2005

A quarterly newsletter for Juvenile Justice Services' Staff and Stakeholders

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## Paramount Gives "Thanksgiving in A Bag"

by Kingi Tonga  
Paramount Supervisor

November 22, 2004, was a special day for the homeless at St. Anne's Rescue Mission in Ogden. It was also special for the youth and staff at Project Paramount.

Blanca Tillman, volunteer coordinator for Paramount, and other staff members worked tirelessly on the project for several months. She spent countless hours on the phone asking for food donations, getting permission for kitchen privileges, and organizing the youth from Paramount and other area programs to help with the project.

Area businesses donated the food; youth and staff gave time and cooking expertise; and the Rescue Mission residents enjoyed a wonderful and nourishing meal.

The menu included a turkey sandwich, hot noodle soup, chips, conversation and a yummy homemade treat for dessert. The youth in Paramount crocheted beanies and made door prizes that were given away. Blanca and the staff worked hard getting additional donations of blankets and a jacket that were also given away.

Although the people at the Mission enjoyed the food, Paramount youth also benefited.

One youth proudly announced, "I love watching every one of them enjoying the delicious hot noodle soup we made." Another greeted each of the 170 men with, "How are you today sir? Have a nice lunch." Another youth expressed that serv-

ing the homeless has given him a much more positive attitude about service.

Being part of this project has given both youth and staff a feeling of pride. They learned that even when things don't go smoothly, and there were challenges, with persistence you can still have a great outcome.

This wonderful day of service gave the youth an opportunity to give back to the community. Everyone realized that giving to others allowed them to feel special.

Good work Paramount; and a special thanks to Blanca for coordinating a great project that will be remembered for a very long time.

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## WCYCC Gives To Those Less Fortunate

by Nicci Niman

For the past 8 years the staff of the Washington County Youth Crisis Center, along with Dixie Area Detention this year, have picked a family off of the local Angel Tree and provided a wonderful Christmas for them. It is unfortunate that there are families in our local communities that don't have what others have. However, the families on the Angel Tree are very fortunate to have people like us who will take the names of those we don't know and give so unselfishly. After all, isn't that what Christmas is all about? Giving? This

coming year I would encourage each facility to find a family or two to help during the holiday season. Make some less fortunate family in your community happy to have come in contact with a team of Division of Juvenile Justice Services' employees. You will never know the feeling that can be felt in your heart until you see the smiles on these peoples' faces when you deliver the many goodies provided by your staff. May God bless you one and all. For more information contact Nicci Niman, (435) 656-6100

### A ROUND TUIT

This is a Tuit. Guard it with you life because Tuits are hard to come by, especially the round ones. This is an indispensable item. It will help you become a more efficient worker. For years we have heard people say, "I'll do it as soon as I get a Round Tuit." Now that you have one, you can accomplish all those things you put aside until you got a Round Tuit!

Author Unknown

## HB213 and Human Resource Management

by Larene Wyss, DHRM

The Department of Human Resource Management (DHRM) is traveling to several areas around the state to meet with employees on HB 213. To view the schedule, please go to our website at [dhrm.utah.gov](http://dhrm.utah.gov) and click on "For Information on HB 213." Since we will be adding to the schedule as requests come in for more seminars, you may want to check it every couple of days for updates.

We have updated the Fact Sheet on the webpage to clarify some things as a result of feedback we have received. One important change is regarding the date of retirement for those who want to retire before the bill takes effect. We have been able to clarify that an employee must have a retirement date no later than December 16, 2005, with a last day worked no later than December 15, 2005, to retire under the current program. We are also preparing a Question and

Answer Sheet based on the more common questions we are receiving. It should be posted on our website by the end of this week. March 22, 2005.

-Larene Wyss  
DHRM

Meetings open to all State employees are currently scheduled for Manti, Richfield, Salt Lake City, South Davis, Moab and Duchesne. Please see the DHRM web site for times and places.

### Need a volunteer? Have news?

Northern Area  
Jill Merritt  
(801) 774-8767  
ext. 510

Salt Lake Area  
Lisa Schauerhamer  
(801) 284-0251

Southern Area  
Linda Campbell  
(801) 491-0118

State Office  
(801) 538-4330

# Incentive Awards Are Back

Tonia Wall  
Incentive Award  
Committee Chair

Any employee of the Division may nominate a Division employee(s) for an incentive award. Individuals outside the agency who have direct knowledge of the achievement of the Division employee(s) may nominate that employee(s) for an incentive award.

The nominator must type in the information on the Division of Juvenile Justice Services, Incentive Award Nomination Form, and attach a typed justification for the nomination. If the information is not typed, it will be sent back to the nominator. If the nomination isn't on the correct form, it will be sent back. The form and the policy are available:

[www.hspolicy.utah.gov/jjs](http://www.hspolicy.utah.gov/jjs). The policy reference is 1-17, with the Incentive Award Form directly below. (The form has a revision date in the upper left corner of October 20, 2004.)

The justification must be specific. The justification cannot be documentation such

as, "does a great job, does exceptional work, promotes creative ideas, goes above and beyond their normal duties." Nominations with this type of justification will be sent back, with a recommendation to provide more detailed information.

The justification needs to explain, in detail, what the employee did that was above and beyond their regular job duties; not that they did an exceptional job at their regular job duties. For example: "Sally, a Juvenile Justice Services Counselor, created a form on the computer that made a process more accurate and quick. The form was implemented and is saving our counselors many hours of report writing." This is an example of a more specific justification.

The supervisor of the nominee must type their input in the section provided on the Division of Juvenile Justice Services, Incentive Award Nomination Form.

The Assistant Pro-

gram Director must sign the Division of Juvenile Justice Services, Incentive Award Nomination Form in the provided spot. Before the APD signs off on the form, the APD will consult with his/her financial contact, (Cheryl, Cory, Shaun, John) for their program, to make certain they have the money in their facility budget to cover the incentive award.

The Assistant Program Director (APD) shall coordinate nominations as soon as possible but no later than thirty (30) days from receipt. If the nominator is the APD, the Program Director's signature is required.

The APD must send the Form(s) with the Justification to the appropriate Program Director, (Gaby, Cecil, Dave, Malcolm) who will then send the nominations to the Division Administrative Secretary, Judy Hammer, at the DHS Administration building.

The Incentive Awards Committee will meet at least quarterly, or more often as deemed

necessary.

Nominations may be submitted at any time during the fiscal year, but need to be submitted no later than May 1<sup>st</sup>, to be considered for that fiscal year.

Again, nominations that are written, or on the wrong form, or don't have all the required signatures, or don't have detailed justification, WILL BE SENT BACK!!!

If the Incentive Awards Committee adjusts the amount on the Incentive Awards Form, it will be sent back to the Assistant Program Director for further review and/or more detailed justification from the nominator. It will then need to be sent back to the Division Administrative Secretary, Judy Hammer, and reviewed by the Incentive Awards Committee.

All Incentive Awards approved by the Incentive Awards Committee, will be reviewed and signed by Blake.

If you have questions please contact me by email or phone (801) 491-0109.

# Decker Lake's Wood Shop is Back in Action

by Curtis Preece  
APD Decker Lake Youth Center

Decker Lake's wood shop is a vital and necessary part of our programming, meeting vocational as well as educational needs.



A little over a year ago, the local Fire Marshal closed the shop down because of code violations. This could have been the end of the Decker Lake Wood Shop Program. However, Administration, staff and youth all wanted the Program to continue. With a lot of work and

several meetings to work out the kinks, Granite School District, Juvenile Justice Services Administration and the Granite School District YESS Program worked together to rebuild the Decker Lake wood shop. The new and improved version of that shop is finally in service. JJS was able to partner with the Granite School District's many programs to divide the cost of construction, electrical, mechanical, painting, flooring and new equipment. This resulted in a much bigger, brighter, safer and more functional facility wood shop.

Youth are again attending wood shop classes where many creative and artistic items can



be made. In past years, youth and staff participated in creating and donating special Christmas trees for the "Festival of Trees" in Salt Lake. Several of these trees sold for over \$3000, giving youth the feeling of success that comes from contributing to a worthy cause. The new shop will make it possible for this tradition to continue.

Decker Lake staff are well trained in the use of the equipment and in the safety practices necessary to supervise youth. We hope to help many young people learn skills that they can use both for jobs and home improvement projects in the years to come. A few of the individuals

who have been instrumental in bringing this wonderful and unique wood shop to fruition are: Dave Loden, Correctional Facilities Program Director; Garn Woodall, Facilities Coordinator; Mary Voelker, Director of Granite School District's YESS Program; and John Perry, Project Coordinator, Granite School District.

If you would like additional information on this project, call Curtis Preece, at (801) 954-9200





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Correction Connection

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A publication of the Division of Juvenile Justice Services for staff and stakeholders. Articles are gratefully accepted and will appear in the next available issue. Articles are subject to editing. For information, to be added to the mailing list or for corrections, contact: Community Relations Manager  
phone: (801)538-4330 fax: (801)538-4334



*IT HAS BEEN SAID,*

*"There is not a big difference between those who do not write well, and those who can not write at all" Need to Brush up?*

## **DHS – OHR**

# **BASIC WRITING SKILLS**

*You will learn: How to get to the point, Writing to the reader, Cleaning up clutter, Editing, The importance of punctuation, grammar and spelling, How to write case records and reports, and more.*

*When: Friday, April 8, 2005*

*Where: 120 No. 200 W. Room-129*

*Time: 8:30 am to 4:00 pm*

*To Register Go To:*

*UTC Course # 104314 Class # 05-000767*

*Transform your writing, painlessly!*